



**OPEN/NONPROMOTIONAL EXAMINATION**  
**RESEARCH PROGRAM SPECIALIST II**  
**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**  
**SPOT - SACRAMENTO**

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**POSITIONS EXIST**

**SACRAMENTO ONLY**

**WHO SHOULD  
APPLY**

Persons who meet the minimum qualifications as stated. This is an open/nonpromotional examination. Applications will NOT be accepted on a promotional basis.

**HOW TO APPLY**

Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, Sacramento, CA 95814, or mailed to the California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. **PLEASE INDICATE EXAMINATION TITLE ON YOUR APPLICATION. APPLICATIONS RECEIVED WITHOUT A TITLE WILL BE RETURNED. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**CROSS FILE - TWO  
CLASSES**

If you meet the entrance requirements for this class and for the **Research Program Specialist I**, which has the same final filing date, you may file for both examinations on the same application.

**FINAL FILING  
DATE**

**FINAL FILING DATE: AUGUST 11, 2005**

Applications (STD 678) must be **P O S T M A R K E D** no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will **not** be accepted for any reason.

**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.

**REQUIRED  
IDENTIFICATION**

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**SALARY RANGE**

**\$4960 - \$6028 per month**

**ELIGIBLE LIST  
INFORMATION**

The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**WRITTEN TEST  
DATE**

It is anticipated that the written test will be scheduled on **OCTOBER 15, 2005** in Sacramento only.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**RESEARCH PROGRAM SPECIALIST II**  
**LQ70 - 5758**

**FINAL FILING DATE: AUGUST 11, 2005**  
**EXAM CODE: 5BP7302**

**REQUIREMENTS  
FOR ADMITTANCE  
TO THE  
EXAMINATION**

**NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS FOR THIS EXAMINATION BY THE FINAL FILING DATE. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, or II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM  
QUALIFICATIONS**

Experience and education which provide ability to perform successfully as a Research Program Specialist at the level and in the specialty for which application is made. **AND**

**EITHER I**

One year in the California state service performing research duties in a class at a level of responsibility equivalent to that of Research Program Specialist I.

**OR II**

Experience: Four years of progressively responsible technical research experience above the trainee level engaged in the collection, compilation, analysis, and interpretation of data. (A Doctoral Degree in Economics, Psychology, Sociology or a research-oriented field may be substituted for two years of the required experience. A master's degree in any one of the above fields may be substituted for one year of the required experience.) (Experience in the California state service applied toward this pattern must include one year of experience in a class at a level of responsibility equivalent to Research Program Specialist I.) **and**

**Education:** Graduation from college with any major but with extensive course work in economics, psychology, sociology or a related research-oriented field. This must include or be supplemented by at least **six semester hours in statistics**.

**SPECIAL PERSONAL  
CHARACTERISTICS**

Demonstrated ability to act independently; initiative; flexibility; and tact.

**THE POSITION**

Research Program Specialist II positions are identified by top departmental management as requiring the service of the most highly skilled practitioners who serve as prime resource persons and innovators in the subject matter of their occupations.

Incumbents have responsibility for designing and directing major complex research projects or activities.

**QUALIFICATIONS  
APPRAISAL  
INTERVIEW**

It is anticipated that interviews will be held in **NOVEMBER/DECEMBER 2005**.

**EXAMINATION  
INFORMATION**

This examination will consist of a written test weighted 50% and a qualifications appraisal interview (QAP) weighted 50%. The interview will include a number of predetermined job-related questions. All competitors will participate in mandatory written and QAP interviews. **COMPETITORS WHO DO NOT APPEAR FOR THEIR SCHEDULED EXAMINATION COMPONENTS WILL BE DISQUALIFIED.**

(CONTINUED ON THE NEXT PAGE)

EXAMINATION  
INFORMATION  
(CONTINUED)WRITTEN TEST WEIGHTED 50%  
QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 50%

## Scope:

## A. Knowledge of:

1. Research methods and techniques.
2. Application of computerized models to research data.
3. Statistical and other methods used in the analysis and projection of data.
4. Survey methods and analytical techniques.
5. Operations research methods.

## B. Ability to:

1. Communicate effectively to individuals and groups related to the area of research.
2. Analyze and make recommendations.
3. Plan and carry out research projects.
4. Prepare and present technical reports.
5. Establish and maintain cooperative relationships with others.

VETERANS  
PREFERENCE

Veterans preference points will be added to the final score of all competitors in this examination who qualify for, and have requested these points, and who are successful in the examination. Due to changes to changes in the law, which became effective August 21, 1994, you must reapply even if you have previously established your veterans eligibility with the State Personnel Board. Effective January 1, 1996; **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER  
CREDITS

Career credits will be added to the final score of all competitors in this examination who qualify for the credits and successfully complete all part(s) of the examination. See reverse side of this bulletin for information regarding credits.)

## GENERAL INFORMATION

**Americans with Disabilities Act, Title II:** The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

**It is the candidate's responsibility** to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

(CONTINUED ON THE REVERSE SIDE)

## GENERAL INFORMATION (CONTINUED)

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, Fresno, Los Angeles, and San Diego. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required.

**Criminal Record Clearance Information:** Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Career Credits:** In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have service one full year in, or are graduates of the California Conservation Corp (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three (3) points are added to the final test score of those candidates who meet the above criteria and who are successful in the examination. Such examination cannot be for managerial positions described in government code Section 3513. Competitors not currently employed in State Civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento).

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veterans Preference:** California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit in open entrance examinations is granted as follows: ten (10) points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and fifteen (15) points for disabled veterans. Directions for applying for veterans preference points are on the Veterans Preference application form (1090) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. BOX 94289, Sacramento, CA 94295-0001.

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### CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

P. O. BOX 944243

SACRAMENTO, CA 94244-2430

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929  
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457 CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.





